



Morecambe Town Council

Agenda Finance and Governance Committee

Date	07/05/2025
Time	18:00 - 20:00
Location	Morecambe Town Hall, Marine Road Morecambe Lancashire LA4 5AF
Chair	Clark Kent
Explanation	Dear Councillor,

Dated this **First** day of **May 2025**, you are hereby summoned to attend a meeting of Morecambe Town Council's Finance and Governance Committee to be held at **18:00** on the **Seventh** day of **May 2025**.

The meeting will be held in Morecambe Town Hall, Marine Road East, Morecambe, LA4 5AF to transact business on the agenda.

Note to Councillors:

If you are unable to attend the meeting, please notify the Proper Officer of your apologies.

Note to Public:

Electors of the town wishing to address the Council are advised to notify the Proper Officer before 10am on the day of the meeting. Permission to speak at the meeting will be at the discretion of the Chairman. Public participation session at a meeting shall not require response or debate and shall solely consist of matters relating to items on the agenda. If the representation made is considered outside the remit of Morecambe Town Council, electors will be referred to the principal authority or other appropriate body.

Yours sincerely,
Mr L Trevaskis, CiLCA, PSLCC.
Chief Executive

Committee members: Clark Kent (Chairperson), Martin Bottoms, Geoff Knight, Lee Bradbury, Joanne Ainscough, John Goodrich, David Whitaker, Jim Pilling (Vice Chairperson).

To receive apologies for absence and consider any reasons for acceptance.

([Local Government Act 1972, Section 85](#))

2 Declarations

To record any declared interests relating to the business of the meeting and receive any dispensation requests from the Proper Officer.

([Localism Act 2011, Section 31](#))

3 Minutes

To approve the minutes of the last meeting.

([Local Government Act 1972, Section 111](#))

4 Public Participation

To receive representations from electors that have requested to speak by 10am regarding a matter on the agenda.

([Morecambe Town Council Standing Orders - Sections 1d-1l](#))

Note: any electors addressing the Committee must not exceed a three minute time limit.

5 Asset Register (Q4)

To review and accept the new asset register report for Quarter 4 of the 2024/25 financial year.

6.1 Quarterly Finances (Q4 / Year End)

To review and accept Quarter 4 2024/25 (Year End) summary of income and expenditure, bank reconciliation report, cost code summary and balance sheet.

6.2 2024 - 2025 Internal Audit

2024 - 2025 Internal Audit - to review and recommend draft AGAR for Full Council approval. (Section 1 and 2)

7 Transparency Code (Q4)

In order to comply with the Transparency Code, the Council is required to publish a list of payments exceeding £500.00, no less than quarterly. The Committee is asked to consider the list, which has been published on the authority's website for payments over £500.00 during Q4 (01/01/2025 - 31/03/2025).

8 Payment Testing

To comply with its Terms of Reference, the Finance Committee must satisfy itself that it is monitoring the Council's overall compliance with its Finance Regulations to ensure the sound and open governance of financial matters and actions taken in the name of the Council. In line with this ongoing scrutiny, officers invited two members (Cllr Bottoms and Cllr Whitaker) to undertake sample testing for Q4 - checking bank details on invoices correspond to processed payments, and that all transactions have followed the correct authorisation process for approval by full council or a duly delegated officer or committee. All payments within the sample (approximately 10% of all transactions within the period of Q4) were also verified prior to submission by Officer/s J Turner or L Trevaskis and Cllr J Pilling. Councillors are also given the opportunity to inspect any transaction on the payments list for the entire financial year during these sessions. The payment items (18) included in the sample are: 435, 439, 445, 447, 450, 455, 466, 491, 500, 523, 524, 531, 533, 548, 559, 561, 594, 610

9 Direct Debit Update

The Council's Financial Regulations require certain payments made by direct debit to be approved no less than annually.

10 Financial Regulations

To review and recommend NALC's suggested template personalised to Morecambe Town Council for Full Council approval.

11 Treasury Management

To review the treasury management report summarising 2024/25 activity and consider recommendations for the 2025/26 financial year and beyond.

12 Exclusion of the Press and Public

The Council is recommended to pass the following recommendation in relation to the following items:

"That, in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings."

[\(Public Bodies \(Admission to Meetings\) Act 1960 - Section 1\)](#)

13 Supplementary Income Report

To note the report that has been prepared to provide Members with a summary of additional income opportunities that have been actively

explored and secured by officers, beyond the Council's core budget derived from the local precept. The aim is to recognise and document proactive efforts which have resulted in financial contributions that support and extend the Council's service delivery capacity, particularly in a time of increasing cost pressures and community expectation for innovation.



Morecambe Town Council

Morecambe Town Hall,
Marine Road
Morecambe
Lancashire
LA4 5AF

www.morecambe.gov.uk
clerk@morecambe.gov.uk

Proper Officer: Mr Luke Trevaskis

Minutes of Finance and Governance Committee Meeting of Morecambe Town Council held at Morecambe Town Hall at 6:00pm on Wednesday 12th February 2025

Present: Cllrs C Kent (Chair), J Ainscough, L Bradbury, M Bottoms, G Knight, D Whitaker

In attendance:

Councillors - P Hart, J Livermore, R Walsh, R Dennison, D Knight, F Cooper, W Dixon,

Officers - L Trevaskis, J Turner, P Fisher

Minute FG2024/25 - 048– Apologies

Received from Cllrs J Pilling and J Goodrich

Minute FG2024/25 - 049 – Declarations of Interests

Cllr J Ainscough, R Dennison and M Bottoms declared an interest as a Councillor of Lancaster City Council.

Minute FG2024/25 - 050– Previous Minutes

The minutes of the last Finance Committee meeting were approved by the Committee

Minute FG2024/25 - 051 – Public Participation

None

Minute FG2024/25 - 052 - FY2425 Internal Audit Arrangements

To consider the internal audit arrangements for FY2425, noting that the Chartered Institute of Internal Auditors (CIIA) in the UK has developed the Internal Audit Code of Practice, which provides guidance aimed at enhancing the overall effectiveness of internal audit within organisations. This code serves as a benchmark of good practice against which organisations can assess their internal audit function. It is suggested that implementing a rotation policy for internal auditors can help organisations maintain a high level of audit quality and integrity.

The committee discussed the quotes obtained and resolved to approve the officer recommendation to pursue a quote provided by Heelis & Lodge Internal Auditors.

Minute FG2024/25 - 053 – Exclusion of the Press and Public

The committee resolved to exclude the press and public.

Minute FG2024/25 - 054 – FY25/26 Budget

To consider the proposed budget for FY2526.

It was noted that Full Council resolved to revise the 2025/26 budget. All members were invited to attend this Finance and Governance meeting to provide input on the budget setting process.

Following an in-depth explanation of budgetary updates, additional savings and income generating ideas since the last committee meeting the committee resolved to recommend that the proposed budget be presented to Full Council for approval.

It was also noted that local government reorganisation could result in budget pressures in coming years, especially if the weed spraying contract was reallocated to another authority. Members requested officers make every effort to secure future of contract and expand service delivery where possible.

Morecambe Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
02 Corporate Services							
2 x Intel PC's, Laptop, Monitors	2015-11-03	2,000.85	2,000.85	Council Office, Morecambe			
4 x Bisley Cupboard 1000 x 470 x 1970mm	2023-10-13	1,516.00	1,516.00	Morecambe Town Hall			
4 x Monitors & Infrastructure + 2 x Voip Phones	2020-02-01	2,336.26	2,336.26	Council Office, Morecambe			
5 x Extra Large Desk 180x80 cm	2023-10-29	1,999.95	1,999.95	Morecambe Town Hall			
Blast Commercial Air Filter	22/08/2024	580.00	580.00	Office			
Computer Systems	2022-08-24	4,331.66	4,331.66	Morecambe Town Hall			
Computer Systems	2023-12-04	2,331.66	2,331.66	Morecambe Town Hall			
Dell Latitude 5400 Laptop	2019-12-19	718.68	718.68	Morecambe Town Hall			
Epson Projector	2017-01-24	329.99	329.99	Council Office, Morecambe			
Extra Large Desk	2024-03-05	333.33	333.33	Morecambe Town Hall			
HP Chromebook 15.6"	22/01/2025	158.32	158.32	Chairperson			
iMAC 24" SLV/8CCPU/8CGPU/16GB/256GB-C	29/11/2024	1,082.50	1,082.50	Office			
MBP 16 SL/14C/20C GPU/24GB/512G-GBR	29/11/2024	2,082.50	2,082.50	Office			
Meeting Table	2012-09-17	159.00	159.00	Council Office, Morecambe			
Office Cupboard 420X920X1950	19/02/2025	229.00	229.00	Office			
Panasonic Camcorder	2017-01-16	294.99	294.99	Council Office, Morecambe			
		20,484.69	20,484.69				
03 Town Maintenance (Public Realm)							
12 x Display Panels	2022-10-17	3,274.44	3,274.44	Morecambe Town Hall			
2 x Channel Ramps	2022-08-02	298.00	298.00	Morecambe Town Hall			
2 x Cordless Pruner Set	2023-11-14	289.98	289.98	Morecambe Town Hall			
2 x Ecorax Shelving	2022-07-11	344.00	344.00	Morecambe Town Hall			
2 x Ego Weedhex Battery	2023-01-05	838.50	838.50	Morecambe Town Hall			
2 x Expendable Barriers	2021-11-02	450.00	450.00	Morecambe Town Hall			
2 x Fire Extinguishers	2023-04-02	333.18	333.18	Morecambe Town Hall			
2 x iPads Public Realm	01/05/2024	615.00	615.00	Morecambe Town Hall			

Morecambe Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
2 x Prestige Eco Charger Quad Bikes	2023-01-15	54,130.00	54,130.00	Morecambe Town Hall			
2 x Spaceliner Double Carts	2021-10-28	2,633.58	2,633.58	Morecambe Town Hall			
5 x Berthoud 3000 Electric Sprayer	2023-05-02	2,240.00	2,240.00	Morecambe Town Hall			
650 Litre Water Tank	21/07/2024	230.00	230.00	Van			
AP BELT BAG WITH CONNE ST-4850440510	2024-01-30	136.99	136.99	Morecambe Town Hall			
AS 50 E Weedhex	2023-01-05	4,199.25	4,199.25	Morecambe Town Hall			
Chemical Spill Kit	2023-03-07	473.34	473.34	Morecambe Town Hall			
Chen-Lock Transport Box	2023-03-27	275.00	275.00	Morecambe Town Hall			
Cleveland Storage Unit	2023-03-22	854.00	854.00	Morecambe Town Hall			
COSHH Cabinet	2022-07-08	298.99	298.99	Morecambe Town Hall			
Eco Flow Delta Portable Power Station	2022-05-31	1,082.50	1,082.50	Morecambe Town Hall			
Eco Flow Delta Pro 3600wh - Portable Power E	2023-05-04	2,665.83	2,665.83	Morecambe Town Hall			
Electric Van	2022-03-08	63,880.00	63,880.00	Morecambe Town Hall			
Folding Measuring Wheel	2023-03-07	118.50	118.50	Morecambe Town Hall			
Hi Vis Marshall Vests	2022-03-31	325.00	325.00	Morecambe Town Hall			
Husqvarna Classic Chainsaw Protective Kit x 2	2024-03-27	208.32	208.32	Morecambe Town Hall			
M18BTP-501 M18 Compact Transfer Pump	14/06/2024	257.50	257.50	Morecambe Town Hall			
North Heysham Allotments	2011-01-01	1.00	1.00	North Heysham Allotmen			
Platinum Jubilee Beacon	2022-04-13	490.00	490.00	Morecambe Town Hall			
PPE Clothing Cupboard	2022-01-10	542.15	542.15	Morecambe Town Hall			
PPE Locker	2022-01-10	104.47	104.47	Morecambe Town Hall			
Radio Quad Pack	2022-02-25	109.00	109.00	Morecambe Town Hall			
S1-AL500-CHARGER X 2	2024-01-30	238.00	238.00	Morecambe Town Hall			
S1-AP500S-BATTERY	2024-01-30	327.00	327.00	Morecambe Town Hall			
S1-BGA86-SHELL BA02-011-5900 BLOWER	2024-01-30	290.00	290.00	Morecambe Town Hall			
Sack Truck	2022-02-21	173.55	173.55	Morecambe Town Hall			
Spanner Set	2023-06-09	113.12	113.12	Morecambe Town Hall			
STIHL 4243 740 5113 S1-HL-145-60CM	2024-01-30	323.00	323.00	Morecambe Town Hall			

Morecambe Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Stihl AP 500 S Battery	2022-08-02	265.83	265.83	Morecambe Town Hall			
Stihl BGA Battery Blower (+battery charger, AP	2021-11-01	1,829.58	1,829.58	Morecambe Town Hall			
Stihl FSA 135	2022-03-31	399.99	399.99	Morecambe Town Hall			
Stihl FSA Battery Brush Cutter/Strimmer	2021-11-01	354.00	354.00	Morecambe Town Hall			
Stihl KM-FS Autocut Head	2022-09-24	149.31	149.31	Morecambe Town Hall			
Stihl KM-FS Head	2022-08-02	126.81	126.81	Morecambe Town Hall			
Stihl Kombi Engine	2022-08-02	312.49	312.49	Morecambe Town Hall			
Stihl Kombi Shell	2022-09-24	333.33	333.33	Morecambe Town Hall			
Stihl Straight Edge Shaft Trimmer	2022-08-02	97.49	97.49	Morecambe Town Hall			
Wheel Hose Cart	2023-03-08	99.99	99.99	Morecambe Town Hall			
Workstation	2022-07-11	297.15	297.15	Morecambe Town Hall			
		147,429.16	147,429.16				
05 Cultural Services							
2 X Gazebos and Flags	2022-03-13	4,174.00	4,174.00	Morecambe Town Hall			
VE Day Beacon	28/02/2025	290.00	290.00	Town Hall			
		4,464.00	4,464.00				
06 Communications Expenditure							
Happy or Not Indicator Terminal	2022-03-14	205.00	205.00	Morecambe Town Hall			
		205.00	205.00				
Grand Total:		172,582.85	172,582.85				

Morecambe Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 31/03/2025		
	Cash in Hand 01/04/2024		1,008,150.66
	ADD Receipts 01/04/2024 - 31/03/2025		1,180,423.93
	SUBTRACT Payments 01/04/2024 - 31/03/2025		829,821.75
	Cash in Hand 31/03/2025 (per Cash Book)		1,358,752.84
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2025	208.68	
	Unity Trust 31/03/2025	808,544.16	
	Investment 31/03/2025	550,000.00	
	Access Savings 31/03/2025	0.00	
	Credit Card 31/03/2025	0.00	
			1,358,752.84
	Less unrepresented payments		
			1,358,752.84
	Plus unrepresented receipts		
	Adjusted Bank Balance		1,358,752.84
	A = B Checks out OK		

Morecambe Town Council

Summary of Income & Expenditure 2024-2025

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

01 General Income

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Precept (Revenue)	1,101,384.33	951,384.33	-150,000.00				-150,000.00 (-13%)
52	VAT		-525.88	-525.88				-525.88 (N/A)
62	Treasury Management		13,162.85	13,162.85				13,162.85 (N/A)
SUB TOTAL		1,101,384.33	964,021.30	-137,363.03				-137,363.03 (N/A)

02 Corporate Services

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Office Rent / Room Hire / Security		5,920.00	5,920.00	25,000.00	15,384.76	9,615.24	15,535.24 (62%)
2	Staffing				275,000.00	245,263.37	29,736.63	29,736.63 (10%)
3	Admin and Office Supplies		-374.00	-374.00	15,000.00	6,194.33	8,805.67	8,431.67 (56%)
4	Professional Services		-378.00	-378.00	15,000.00	12,122.28	2,877.72	2,499.72 (16%)
5	Insurance (PL/EL)				5,000.00	4,359.10	640.90	640.90 (12%)
6	Audits				15,000.00	19,592.00	-4,592.00	-4,592.00 (-30%)
7	Training/CPD				6,000.00	500.00	5,500.00	5,500.00 (91%)
21	IT Infrastructure				15,000.00	12,699.33	2,300.67	2,300.67 (15%)
50	Civic Expenses				2,500.00	1,250.00	1,250.00	1,250.00 (50%)
59	Staffing Ancillary					23,267.49	-23,267.49	-23,267.49 (N/A)
SUB TOTAL			5,168.00	5,168.00	373,500.00	340,632.66	32,867.34	38,035.34 (N/A)

03 Town Maintenance (Public I

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Weeding Services (County)	63,295.67	74,360.96	11,065.29				11,065.29 (17%)
24	Equipment/Fleet Purchase				80,000.00	2,940.54	77,059.46	77,059.46 (96%)
31	Staffing (Public Realm)				225,000.00	173,057.49	51,942.51	51,942.51 (23%)
33	Equipment/Fleet Repair		24.00	24.00	5,000.00	4,051.98	948.02	972.02 (19%)
34	Fleet Purchase					93,000.00	-93,000.00	-93,000.00 (N/A)
35	Insurance (Motor)				2,000.00	651.95	1,348.05	1,348.05 (67%)
36	Weed Control (LCC)				10,000.00	8,374.98	1,625.02	1,625.02 (16%)
37	Weed Control (MTC)				10,000.00	6,050.00	3,950.00	3,950.00 (39%)
38	Software/Mobiles				10,000.00	5,698.46	4,301.54	4,301.54 (43%)
39	Utilities					278.24	-278.24	-278.24 (N/A)
41	Casual Staff				30,680.00		30,680.00	30,680.00 (100%)
43	PPE				5,000.00	3,140.32	1,859.68	1,859.68 (37%)
48	Training (Public Realm)							(N/A)
54	Public Realm Enhancements				50,000.00	49,261.26	738.74	738.74 (1%)
56	Contingency				16,500.00		16,500.00	16,500.00 (100%)
57	Allotments				2,500.00	919.64	1,580.36	1,580.36 (63%)
60	Staffing Ancillary (PR)					3,922.20	-3,922.20	-3,922.20 (N/A)
SUB TOTAL		63,295.67	74,384.96	11,089.29	446,680.00	351,347.06	95,332.94	106,422.23 (N/A)

04 Community Grants

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	Grants				35,000.00	33,835.00	1,165.00	1,165.00 (3%)

Morecambe Town Council

Summary of Income & Expenditure 2024-2025

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

SUB TOTAL				35,000.00	33,835.00	1,165.00	1,165.00 (3%)	
05 Cultural Services								
Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Festivals/Events (Grants Awarded)		3,749.00	3,749.00	60,000.00	61,118.88	-1,118.88	2,630.12 (4%)
15	Morecambe Lights				20,000.00	25,000.00	-5,000.00	-5,000.00 (-25%)
45	Council Events/Partnerships				60,000.00	6,484.07	53,515.93	53,515.93 (89%)
46	Grants Received							(N/A)
51	Event Equipment							(N/A)
58	Staffing/Casual				59,000.00		59,000.00	59,000.00 (100%)
SUB TOTAL			3,749.00	3,749.00	199,000.00	92,602.95	106,397.05	110,146.05 (N/A)
06 Communications Expenditure								
Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	General Communications				15,000.00	13,990.22	1,009.78	1,009.78 (6%)
10	Community Engagement				15,000.00	11,662.23	3,337.77	3,337.77 (22%)
53	Tourism				5,000.00		5,000.00	5,000.00 (100%)
61	Website				22,000.00	5,993.00	16,007.00	16,007.00 (72%)
SUB TOTAL					57,000.00	31,645.45	25,354.55	25,354.55 (72%)
07 Planning and Regeneration								
Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Neighbourhood Plan				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL					5,000.00		5,000.00	5,000.00 (100%)
Restated								(N/A)
NET TOTAL		1,164,680.00	1,047,323.26	-117,356.74	1,116,180.00	850,063.12	266,116.88	148,760.14 (6%)
V.A.T.			63,744.00			42,377.32		
GROSS TOTAL			1,111,067.26			892,440.44		

Morecambe Town Council
Income & Expenditure Account
01/04/2024 to 31/03/2025

(Last) Year Ended
31 Mar 2024

(Current) Year Ended
31 Mar 2025

Income

1,431,853.66	01 General Income	964,021.30
33,959.16	05 Cultural Services	3,749.00
67,974.67	03 Town Maintenance (Public Real	74,384.96
625.00	04 Community Grants	
757.00	02 Corporate Services	5,168.00
£1,535,169.49		£1,047,323.26

Expense

8,038.41	06 Communications Expenditure	31,645.45
207,290.62	02 Corporate Services	340,632.66
195,964.32	03 Town Maintenance (Public Real	343,987.06
25,387.00	04 Community Grants	33,835.00
113,321.26	05 Cultural Services	92,602.95
6,563.00	07 Planning and Regeneration	
£556,564.61		£842,703.12

General Fund

119,311.00	Balance at 01 Apr 2024	31,343.88
1,535,169.49	ADD Total Income	1,047,323.26
1,654,480.49		1,078,667.14
556,564.61	DEDUCT Total Expenditure	842,703.12
1,097,915.88		235,964.02
1,066,572.00	DEDUCT Reserves Balance	-136,837.15
£31,343.88	Balance at 31 Mar 2025	£372,801.17

Reserves:

Earmarked Reserve Balance £929734.85

Morecambe Town Council

BALANCE SHEET

31/03/2025

<i>(Last) Year Ended</i> 31 Mar 2024		<i>(Current) Year Ended</i> 31 Mar 2025	
£		£	
	CURRENT ASSETS		
	Stocks and stores		
	Work in progress		
69,356.67	Debtors (Net of provision for doubtful debts)		
	Prepayments		
45,741.65	VAT Recoverable	24,374.97	
	Temporary lendings (investments)		
1,008,150.66	Cash in hand	1,358,752.84	
1,123,248.98	TOTAL ASSETS	1,383,127.81	
	CURRENT LIABILITIES		
25,333.10	Creditors	80,591.79	
<u>1,097,915.88</u>	NET ASSETS	<u>1,302,536.02</u>	
	Represented by:		
31,343.88	General fund Balance	372,801.17	
	Reserves:		
	Capital		
1,066,572.00	Earmarked	929,734.85	
	Adjustments		
<u>1,097,915.88</u>		<u>1,302,536.02</u>	

The above statement represents fairly the financial position of the council as at 31 Mar 2025

Signed _____
Responsible Financial Officer

Date _____

Morecambe Town Council
Annual Return

Accounts for Year from 01/04/2024 to 31/03/2025

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	119,311.00	1,097,915.88
2	Annual precept	1,431,853.66	951,384.33
3	Total other receipts	103,315.83	95,938.93
4	Staff Costs	262,430.72	418,320.86
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	294,133.89	424,382.26
7	Balances carried forward	1,097,915.88	1,302,536.02
8	Total Cash and Short Term Investments	1,008,150.66	1,358,752.84
9	Total Fixed Assets and Long Term Investments	167,058.03	172,582.85
10	Total Borrowings	0.00	0.00

Morecambe Town Council
Annual Return

Accounts for Year from 01/04/2024 to 31/03/2025

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	119,311	1,097,916
2	Annual precept	1,431,854	951,384
3	Total other receipts	103,316	95,939
4	Staff Costs	262,431	418,321
5	Loan interest/capital repayments	0	0
6	Total other payments	294,134	424,382
7	Balances carried forward	1,097,916	1,302,536
8	Total Cash and Short Term Investments	1,008,151	1,358,753
9	Total Fixed Assets and Long Term Investments	167,058	172,583
10	Total Borrowings	0	0

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Morecambe Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

Morecambe Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	119,311	1,097,916	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,431,854	951,384	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	103,316	95,939	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	262,431	418,321	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	294,134	424,382	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,097,916	1,302,536	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,008,151	1,358,753	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	167,058	172,583	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



Morecambe Town Council

Morecambe Town Hall,
Marine Road
Morecambe
Lancashire
LA4 5AF

www.morecambe.gov.uk

List of Expenditure Exceeding £500.00 Quarter 4: 2024-2025

The Local Government Transparency Code 2015 requires all Local Authorities including Town and Parish Councils which have a gross annual income or expenditure (whichever is the higher) exceeding £200,000 to publish all payments exceeding £500.00 in value and all payments made via a government procurement card (credit card).

Information has been excluded from publication where the information is exempt from publication under the Data Protection Act 2018 (e.g staff salaries), or the information is confidential or would attract an exemption under the Freedom of Information Act 2000 (e.g where disclosure could be prejudicial to the commercial interests of any person including the authority).

Date	Tender	Supplier	Description	Budget Category	Net	Recoverable VAT	Unrecoverable VAT	Total
08/01/2025	Bank Transfer	Lancaster City Council	Office Rent	Office Rent	£1,183.34	£0.00	£0.00	£1,183.34
08/01/2025	Bank Transfer	Engelbert Strauss	Public Realm	PPE	£1,043.00	£208.60	£0.00	£1,251.60
08/01/2025	Bank Transfer	Morecambe and Heysham Model Railway Club	Grant Award	Community Grants	£1,500.00	£0.00	£0.00	£1,500.00
08/01/2025	Bank Transfer	Morecambe Sparkle	Grant Award	Baylight	£20,000.00	£0.00	£0.00	£20,000.00
20/01/2025	Direct Debit	EE	Telephones - Mobiles	IT/Software /Telephones	£810.47	£142.10	£0.00	£952.57
20/01/2025	Credit Card	Enterprise Rent a Car	Fleet	Fleet Repair	£1,713.15	£342.63	£0.00	£2,055.78
04/02/2025	Overseas Transfer	IBabs B.V	Administrative Software	General Communications	£2,151.50	£0.00	£0.00	£2,151.50
19/02/2025	Bank Transfer	Lancaster District CVS	Training	Training	£500.00	£0.00	£0.00	£500.00
19/02/2025	Bank Transfer	Lancaster City Council	Office Rent	Office Rent	£1,183.34	£0.00	£0.00	£1,183.34
20/02/2025	Direct Debit	EE	Telephones - Mobiles	IT/Software /Telephones	£891.71	£153.85	£0.00	£1,045.56
28/02/2025	Bank Transfer	Aubergine 262 Ltd	Website Development	Website	£1,459.00	£291.80	£0.00	£1,750.80
06/03/2025	Bank Transfer	Lancaster City Council	Vintage by the Sea 2024 Grant Collection	Festivals and Events	£16,000.00	£0.00	£0.00	£16,000.00

18/03/2025	Bank Transfer	Lancaster City Council	Office Rent	Office Rent	£1,183.34	£0.00	£0.00	£1,183.34
18/03/2025	Bank Transfer	Laburnum Nurseries	Spring Planting Project	Public Realm Enhancements	£4,999.00	£999.80	£0.00	£5,998.80
18/03/2025	Bank Transfer	Allports Garages	Public Realm Fleet	Fleet	£8,062.00	£1612.40	£0.00	£9,674.40
18/03/2025	Bank Transfer	Allports Garages	Public Realm Fleet	Fleet	£42,469.00	£8,493.80	£0.00	£50,962.80
18/03/2025	Bank Transfer	Allports Garages	Public Realm Fleet	Fleet	£42,469.00	£8,493.80	£0.00	£50,962.80
19/03/2025	Direct Debit	EE	Telephones - Mobiles	IT/Software /Telephones	£860.69	£149.28	£0.00	£1,009.97
27/03/2025	Bank Transfer	Lancaster City Council	Meeting Room Hire Costs	Office/Room Hire	£1,413.00	£282.60	£0.00	£1,695.60
27/03/2025	Bank Transfer	Laburnum Nurseries	Spring Planting Project	Public Realm Enhancements	£3,500.00	£700.00	£0.00	£4,200.00

<u>Beneficiary</u>	<u>Reason</u>	<u>Amount (inc VAT)</u>	<u>Last Paid</u>
Barclaycard Commerical	Credit Card	Varies	3/28/2025
British Telecom	Broadband	£ 64.74	4/10/2025
EE Limited	Mobile Phones	£ 1,095.00	4/22/2025
HMRC	PAYE	Confidential	4/18/2025
ICO	Data	£ 35.00	2/16/2024
Paypal	Varies	Varies	4/11/2025
Kingfisher Leasing	Photocopier	£ 199.63	2/14/2025
Lancaster City Council	NNDR	£ 481.45	4/1/2025
Lancashire County Council	Pensions	Confidential	4/17/2025
MB Digital	Printing	£ 26.40	3/28/2025
Meta Platforms	Communications	Varies	4/22/2025
Peninsula Business	HR Support	£ 373.67	3/28/2025
RS Components	Public Realm Equipment	Varies	10/21/2024
Stripe Payments	Professional Software	£ 27.54	4/8/2025



Morecambe Town Council

Morecambe Town Hall,
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Financial Regulations

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1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud;
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.7. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Proper Officer has been appointed as RFO for this council and these regulations will apply accordingly.

1.8. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.9 The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional

information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.10 The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.11. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and measures to ensure that risk is properly managed.

1.12. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- The outcome of a review of the effectiveness of its internal controls
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.13. In these financial regulations, references to the Accounts and Audit Regulations or the regulations shall mean the regulations issued under the provisions of the Accounts and Audit Regulations 2015.

In these financial regulations the term proper practice or proper practices shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a bank signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and \neq has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms independent and independence shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Accounts and Audit Regulations 2015.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. Each committee (if any) shall review its 1-3 year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the

following financial year to the RFO not later than the end of November each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.

3.3. The council shall consider annual budget proposals in relation to the council's 1-3 year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority no later than the end of February and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

3.6 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council;
- a duly delegated committee of the council; or
- the Proper Officer.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Proper Officer, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (virement).

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year, unless otherwise resolved.

4.4. The salary budgets are to be reviewed at least annually, in line with contracts, for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Proper Officer and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the Proper Officer may authorise revenue expenditure on behalf of the council which in the Proper Officer's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices/quotes, and present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

5.5. The Proper Officer and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Proper Officer and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
- c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

5.6. For each financial year the Proper Officer and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council or a duly authorised committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

5.7. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council.

5.8. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.9. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Proper Officer or RFO shall give instruction that a payment shall be made. The RFO and Finance Officer shall have delegated authority to process payments in respect of all authorised items of expenditure as and when, and on a timely basis, to ensure that all invoices are paid in accordance with terms as far as is practicable and usually within 30-60 days. This process will require one officer to set up (submit) the payments, and the other officer to release (authorise), at all times ensuring there is a two-step process. Periodically, two members shall undertake an audit to sample test payments, checking invoices for numerical accuracy, correct bank account details, and cross referencing the payment authorisation process. The outcome of such sample tests will be presented periodically to the Finance and Governance Committee.

6.3. All payments shall be effected by online payment or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee or officer.

6.4. Orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be processed by the Finance Officer and released by a signatory ensuring dual authorisation. The Council shall appoint additional bank signatories to ensure service delivery during periods of staff absence. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under any circumstances, be a signatory to the payment in question.

6.5. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided a resolution exists to that effect. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.6. Payments for certain items (principally salaries) may be made by bankers standing order provided that the instructions are in line with contracts and any payments are reported to council as made. Approval of the use of a bankers standing order not outlined within a contract shall be renewed by resolution of the council at least every two years.

6.7. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.9. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.11. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.12. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.13. Access to any internet banking accounts will be directly to the access page (which may be saved under favourites), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this regulation will be treated as a very serious matter under these regulations.

6.14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier. A programme of regular checks of standing data with suppliers will be followed.

6.15. Any Debit, Credit or Charge Card issued for use will be specifically restricted to the Proper Officer and the RFO

6.16. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

6.17. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Proper Officer and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used unless access to ~~such~~ a corporate facility is unavailable, and only with permission from the Clerk, RFO or Line Manager.

6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO may maintain a petty cash float of up to £4,000.00 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately

banked, as provided elsewhere in these regulations.

- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. Payment of salaries and allowances

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with contracts, payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and agreed by the Personnel Committee.

7.8. Before employing permanent staff, the council must consider business needs.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year in line with the relevant policy.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services in line with schemes of delegation unless a formal contract is to be prepared or an official order would be inappropriate. The RFO shall determine order processes and copies of orders shall be retained.

10.2. All members and officers are responsible for obtaining value for money at all times. Best value is defined as the most advantageous combination of cost, quality and sustainability to meet requirements. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining two to three quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below. On occasion it may not be appropriate or possible to obtain more than one quote, especially if the council seek a particular product or service or the anticipated cost falls below a £5,000 threshold.

10.3. A member may not issue an official order or make any contract on behalf of the council.

10.4. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency, by the RFO, for circumstances which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the internal or external auditor; and
 - vi. for goods or services to be purchased which have been found to require an additional delivery cost and/or an additional cost of no more than 5% of the agreed price.
- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (the Regulations) which is valued at £30,000 or more, the council shall comply with the relevant requirements of the Regulations¹.

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time). Effective 1 January 2024. Thresholds currently applicable are: a) For public supply and public service contracts £214,904 (inc VAT) b) For public works contracts 5,225,000 Euros £5,372,609 (inc VAT)
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £10,000 and above £5,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.2 above shall apply.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- k) Contracts must not be split into smaller lots to avoid compliance with these rules.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a

contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and RFO to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Proper Officer shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500. Such disposal may only be made with the authority of the Property Officer.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Proper Officer.

15.2. The Proper Officer shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. Charities

16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Proper Officer and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. Risk management

17.1 The council must ensure that it has a sound system of internal control, which delivers effective financial operational and risk management.

17.2 The council is responsible for putting in place arrangements for the management of risk. The Proper Officer with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.3 When considering any new activity, the Proper Officer with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17.4 At least once per a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement. The accounting control systems determined by the RFO must include measures to:

- ensure that risk is appropriately managed;
- ensure the prompt, accurate recording of financial transactions;
- prevent and detect inaccuracy or fraud; and
- allow the reconstitution of any lost records;
- identify the duties of officers dealing with transactions and
- ensure division of responsibilities

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Proper Officer shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Document Timeline

Date	Reason for change (if any)
05/11/2020	First Adoption
05/05/2022	Annual Review
25/05/2023	Review
09/01/2024	Updated Section 9
15/02/2024	Updated Section 6
20/06/2024	Annual Review
10/10/2024	Section 5.15
07/05/2025	Committee Review



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17th April 2025

Treasury Management Report

Background

The finance committee of Morecambe Town Council resolved to explore treasury management initiatives at its meeting on 11th June 2024. Minute: FG2024/25 - 19 – Investment The Committee reviewed a Treasury Management Report and resolved for officers to facilitate the following actions: - To invite CCLA to deliver a presentation to members of the Finance and Governance Committee and deposit an initial sum of £550,000 in the Public Sector Deposit Fund (a sum equivalent to approximately fifty percent of annual expenditure that the Council must hold as required by its General Reserves Policy) for a minimum term of 12 months. - To place further sums in shorter term deposit funds with Unity Trust Bank ensuring there is always access remaining in the current account to at least 25% of annual expenditure, with remaining funds deposited in amounts ranging from a 30-day term, to a six-month term. It is hoped that good treasury management will produce a return on the Council's reserves and assist in stabilising future precept requests, allowing reductions where possible. This decision will be implemented once ratified by Full Council, by way of an amendment to the Terms of Reference of this Committee.

This decision was ratified by Full Council at its meeting on 19th September 2024. Minute 2024/25 - 043 - Treasury Management Members were asked to note that the Finance and Governance Committee has given due consideration to a Treasury Management scheme that aims to maximise returns of public funds, and agree that the Finance and Governance Committee's Terms of Reference should be amended to include the additional wording: ix: 'To arrange, monitor and review any council investments, including receipt of regular treasury reports on treasure activity'. The Council approved the amendment.

Since this time a combined amount has been stored in the CCLA Public Sector Deposit Fund and a renewable Unity Trust 30-day term savings account. It is expected that funds returned would allow Morecambe Town Council to try and reduce the precept implications on the rate payers of Morecambe. Since its inception the policy has generated **£13,162.85** interest during the latter stages of the 24/25 financial year between November 2024 – March 2025. It is expected that with a full financial year to work with during 25/26 the return will be much greater.

As of 17th April 2025, current bank balance is: £1,750,087.41. The Smaller Authorities' Proper Practices Panel (SAPPP), formally the Joint Panel on Accountability and Governance (JPAG) advises to always have 3 months' worth of expenditure available at any given time. This would equate to £325,125.00. Using the Future Financial Illustration, Return on Investment line (see below) as a guide to researching available rates and terms ahead of the 2025/26 financial year the recommended route of investment is as follows:

Year	24/25	25/26
Budget	£ 1,164,680.00	£ 1,300,500.00
Contract	£ 68,359.32	£ 73,828.07
Reserves	£ 1,000,000.00	£ 867,000.00
Subsidy Reserve	£ 150,000.00	£ 115,000.00
Subsidy Underspend 24/25		£ 64,000.00
Generated Income		£ 40,000.00
Reserves after Subsidy	£ 850,000.00	£ 752,000.00
Treasury Management from Reserve (CCLA)	£ 550,000.00	£ 500,000.00
Treasury Management from Reserve (Unity)	£ 300,000.00	£ 252,000.00
Treasury Management from Precept (Unity)		£ 650,250.00
Treasury Management Total	£ 850,000.00	£ 1,402,250.00
Treasury Management Returns (4%)	£ 867,000.00	£ 1,458,340.00
Return on Investment (ROI)	£ 17,000.00	£ 56,090.00
Reserves after ROI	£ 867,000.00	£ 808,090.00
Precept Required	£ 951,383.33	1,007,671.93
Band D	£ 97.56	£ 101.55
Percentage increase (year on year)		4.09%
Monetary increase (year on year)		£ 3.99
Reserves at 50%	£ 582,340.00	£ 650,250.00
Reserves	74.44%	62.14%

Recommendation for consideration:

- Store the second half (50%) of the 2025/26 financial year expenditure budget (£650,250.00) plus an additional £149,750.00, £800,000.00 total in a 6-month Unity Trust savings account at an interest rate of 4.00%. **This would generate £16,000.00.**
- Store £350,000.00 in a Unity Trust 90-day term savings account with an interest rate of 3.06% account. This would be renewed at the end of each term with a decreasing amount in line with expenditure. **This would generate approximately £9,000.00.**
- Add £250,000.00 to the CCLA Public Sector Deposit Fund which would then total £800,000.00. The current investment of £550,000 returns approximately £2,000 per month. It is hoped that with the additional investment the return would increase to £2,800 per month – an extra £9.6k per year. **This would generate £33,600.00**

The combined estimated income from all 3 avenues totals **£58,600.00**. This exceeds the reference point of **£56,090.00**. This allows for fluctuation in 90-day term deposits. Please bear in mind that interest rates are accurate at the time of writing this report and are subject to change at any moment.

The balance after all investments above have been made would be **£350,087.41**. This would remain available immediately, in line with financial regulations (signatory authorisation) for general expenditure.

Further Recommendation:

To replicate the strategy above in future years so that the precept can be deposited immediately after receipt to maximise interest.